

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/07/09		2. CONTRACT NO. (if any) EP-W-07-071		6. SHIP TO:	
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. PR-HQ-09-12145		5. NAME OF CONSIGNEE CAROLE L. COOK, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207J				6. STREET ADDRESS 1200 PENNSYLVANIA AVE, NW 6207J	
7. TO:				7. CITY WASHINGTON	
				8. STATE DC	
				9. ZIP CODE 20460	
3. NAME OF CONTRACTOR PERRIN QUARLES ASSOCIATES, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
c. STREET ADDRESS 652 PETER JEFFERSON PKWY, SUITE 300				<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.	
d. CITY Charlottesville		e. STATE VA		f. ZIP CODE 22911	
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Support for USG-Sponsored Climate Technology Cooperation Website (The Gateway) is awarded at \$29,961.85 with a level of effort of 373 hours thru 31 December 2009, contingent upon the exercise of Option Period II.					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)
a. NAME U.S. Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$29,961.85		17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

*Faye SAS*

23. NAME (Typed)

FAYE SAS

TITLE: CONTRACTING/ORDERING OFFICER

# Support for USG-Sponsored Climate Technology Cooperation Website (The Gateway).

Contract: EP-W-07-071, Task Order: 0008

Lead PR Number: PR-HQ-09-12145

## Summary Information

Title: Support for USG-Sponsored Climate Technology Cooperation Website (The Gateway).  
Period of Performance: From: 05/07/09 To: 07/15/09  
Award Date:  
Total Funding: \$29,961.85

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr. #	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P/C
Opt 1	PC9146	08	BR	58FOX06	105A46E	00000000		2505	\$29,961.85	P

## Funding Breakout

Acct. Info	Funding Category	Amount
FY2008 - FC9146	Cost Ceiling	\$29,961.85
Total:		\$29,961.85

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CAROLE L. COOK  
1200 PENNSYLVANIA AVE, NW  
WASHINGTON, DC 20460

Mail Code: 6207J  
Phone Number: (202) 343-9334  
Fax Number: (202) 343-2342  
E-Mail Address: cook.carole@epa.gov

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Option 1	\$29,961.85

## STATEMENT OF WORK

**Title:** Support for USG-Sponsored Climate Technology Cooperation Web Site

**Task Order Number:** TBD

**Estimated Period of Performance:** date of issuance – December 31, 2009

**Key EPA Personnel:**

**Contracting Officer's Representative (COR):**

Carole Cook

Program Integration Branch (PIB)

Office of Atmospheric Programs (OAP)

Climate Change Division (CCD)

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Mail Code 6207J

Phone: 202-343-9334

Fax : 202-343-2342

Cook.carole@epa.gov

**Contracting Officer:**

Faye Sas

Office of Atmospheric Programs (OAP)

Climate Change Division

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Mail Code 3803R

Phone: (202) 564-2669

Fax: (202) 565-2554

**Estimated Level of Effort (hours): 304 hours**

### **I. BACKGROUND**

The Contractor shall assist EPA, specifically the Climate Change Division (CCD), and USAID (Agency for International Development) in a jointly-funded effort to increase public access to information about U.S.-sponsored international technology cooperation via an online tool, the U.S. Climate Technology Cooperation (U.S.-CTC) Gateway, [www.usctegateway.gov](http://www.usctegateway.gov). Such information might include links to U.S.-sponsored clean energy programs and projects, including ongoing activities under the UNFCCC (United Nations Framework Convention on Climate Change), along with access to tools, resources and technical experts. The goal of this online tool is to facilitate climate technology cooperation with developing and transition countries. (Transition countries are countries with EITs (Economies in Transition): the countries of Eastern Europe and Newly Independent States).

The U.S. is committed to working with the international community, both developed and developing countries, under the UNFCCC. Identified areas for cooperation include actions that can increase the capacity of developing and transition countries to respond to climate change, help facilitate exports of advanced clean energy technologies, and stimulate other actions that will help mitigate GHG (greenhouse gas) emissions.

The U.S.-CTC Gateway's objectives are the following:

- Provide decision-makers in developing and transition nations with country-specific, regional and global energy and environmental information to aid in assessing clean technology options;
- Provide the public, especially in developing and transition countries, easily accessible information regarding clean energy technologies, including: technology and financial decision-making tools and resources, models, technical papers, case studies and technical experts;
- Continue to demonstrate to the UNFCCC Secretariat and UNFCCC Parties the benefits of a country-based, decentralized information system that links to existing information sources;
- Provide information to the private sector on clean technology market opportunities in developing and transition countries; and,
- Provide readily accessible information to users who have the following level of internet access: broadband, dial-up, and platforms varying in age from 1998- present.

#### Web Site Technical Information

- The U.S.-CTC Gateway is a publicly-accessible Web application that provides information to facilitate climate technology cooperation with developing countries and countries in transition. The user interface is written in ColdFusion and the read-only database which supports the application is an Oracle 10g database. The application allows the user to access information through navigating the site and using various built-in queries which retrieve data from the database and display the information on the Web pages.
- The web site is located at the EPA National Computer Center, North Carolina.
- The application is on a Windows Server.

## **II. OBJECTIVES**

The objectives of this SOW (Statement of Work) are to support general operations, maintenance and content expansion, of an existing web site: [www.usctcgateway.gov](http://www.usctcgateway.gov); and outreach activities to increase its usage in developing and transition countries.

Tasks are divided into the following two broad categories:

- Maintenance/Operations: Tasks may include routine posting of new materials, material updates, link maintenance, site promotion, search engine listings, and general site content development and improvement; and
- Outreach/Promotion: Tasks may include web site outreach and promotion, specifically targeted to audiences in developing and transition countries.

Contractor personnel shall at all times identify themselves as Contractor employees, and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead other than routine correspondence.

#### **SOW Tasks and Deliverables:**

The Contractor shall carry out activities listed under the two tasks of this Contract, all of which shall be coordinated through the Contracting Officer's Representative (COR).

### **III. SPECIFIC TASKS**

#### **Task 1: Technical Support to the Web Site: Maintenance and Operations**

The Contractor shall assist the COR in managing this joint EPA-USAID sponsored effort by operating and maintaining a climate technology cooperation web site according to the tasks identified below.

The web site shall be compliant with Section 508 of the Rehabilitation Act. (See: <http://www.section508.gov/index.cfm?FuseAction=Content&ID=14>)

The web site shall be compatible with the Privacy Provisions of the E-Government Act of 2002, see links below:

- The Privacy Policy is posted on the site and describes the actions of the server operations, i.e. what information is collected (if any), what the information is used for, etc. (See: OMB Memorandum M-03-22: <http://www.whitehouse.gov/omb/memoranda/m03-22.html>)
- The Privacy Policy must be translated into a machine-readable format, pursuant to OMB Memorandum M-03-22, see above.
- No cookies are allowed.

#### **Task 1.1 Inform Links of New Address**

The Contractor shall upgrade the current web site material, eliminating non-functioning links, updating links, and adding new material as necessary.

The Contractor shall submit the URL to public servers and other environmental, developmental, and technological web sites to increase the visibility of the web site.

#### **Task 1.2 Web Site Maintenance and Operations**

The following is a list of activities that the Contractor shall complete to maintain and operate the web site. In the biweekly phone calls (approximately 15 minutes in length) and initial monthly meetings, the COR will assist in the maintenance of the web site by providing the Contractor with additional lists of web sites, programs, publications,

regional groups, and other information to be added to the web site. These lists will be submitted to the Contractor electronically.

- a) The Contractor shall maintain a complete and current replica of the web site for backup and development purposes.
- b) Upon receipt of a Technical Directive, the Contractor shall update the interface to the web site and database. This interface was developed so that the COR may edit, update, or add new information to the web site.
- c) As necessary, the COR will revise/add new pages through the web site interface tool. Faulty links and other site anomalies should be repaired as required. Additional link problems may be forwarded by the COR for repair from time to time as they come to the COR's attention.
- d) As required, the Contractor shall undertake quality control measures to ensure optimal site/database functionality. Actions may include, but shall not be limited to: resolving replication conflicts in the database, removing and/or archiving inactive documents in the database, repairing flaws/bugs in the database design/workflow, assessing template compliance, assuring style guidelines are consistently followed and standard formatting, and testing applications (e.g., calculators, flash animations, tools, etc.).
- e) The Contractor shall make recurring page and document updates including, but not limited to:

**Upcoming Events** – Contractor shall maintain the Events and Conferences section as well as the Events Calendar. The Contractor shall gather relevant upcoming conference and event information and update the appropriate pages at the beginning of each month or more frequently, if necessary (i.e., information should be posted in a timely manner).

**Expert Centers** – The Contractor shall make available information on clean energy technology organizations' in-country expertise and services. The Contractor shall contact listed organizations for updates and also maintain an e-mail list serve to receive updates and information from organizations interested in being listed on the web site.

- f) The Contractor shall ensure that record titles are listed with brief informational paragraphs and links to more in-depth paragraph descriptions that contain links to the actual web pages. Most information on the web site will be provided through links to other web sites, but will need to be updated regularly and maintained for quality control.
- g) The web site shall contain a "Search engine" with the ability to search for multi-word subjects, such as "energy efficiency China."

- h) The web site shall have Search capabilities of other project Databases such as: SANet (sponsored by the United Nations Environmental Programme), and TT: CLEAR (sponsored by the UNFCCC) that are currently searchable from the web site. Two databases, such as the [Climate Technology Initiative (CTI) and the Clean Energy Technology Exports Initiative (CETE)] may be added to the web site. Any searchable database links will need to be maintained.
- i) The web site shall contain viable climate change and clean technology Regional Networks to facilitate transfer and enhance knowledge of climate-friendly technologies.
- j) The Publications section shall include a list of free energy-efficiency and clean energy technology newsletters and bulletins to subscribe to electronically or by mail.
- k) The web site shall provide project and technology development information for businesses: easy access to Technology Needs Assessments, other analytical information, and country environmental and energy assessments to assist in decision-making process.
- l) The web site shall have links to other country-based climate technology web sites.
- m) Through technical directives, the COR may request the development and/or revision of content under this Task, including but not limited to:
- Site Map
  - Topic specific html pages
  - Keyword development
  - Graphics to support technical information or to enhance visual aesthetics
  - Document scanning and the production of word processing and pdf files
- n) The Contractor shall make page updates and modifications available to the COR for comment and approval prior to posting.

#### **Deliverables Under Task 1:**

Development of a Draft Work Plan	Within 2 weeks of Task Order Award
Update the interface to the web site and database. This interface was developed so that the COR may edit, update, or add new information to the web site.	2 weeks from receipt of a Technical Directive (TD)
Revise web site links, place pages on Staging and Production at the National Computer Center	2 weeks from receipt of a TD
Upgrade the current web site material, eliminating non-functioning links, updating links, and adding	2 weeks from receipt of a TD

new material	
Submit URL to public servers and other environmental, developmental, and technological web sites to increase the visibility of the web site	ongoing
Inform entities, by e-mail, of the new web site address	2 weeks from receipt of TD
Web Site Maintenance and Operations	ongoing

## **Task 2: Web Site Outreach and Promotion**

The Contractor shall assist EPA to expand the usage by the public in developing and transition countries, targeting the business community, government, academia and non-governmental organizations. To increase the exposure of the web site, outreach activities may include: designing and distributing handouts, targeted e-mails, and developing a dialogue with prospective constituents and institutions.

### **Task 2.1 Outreach Activities**

Outreach activities may include, but not be limited to:

- a) designing and distributing handouts, targeted e-mails, and developing a dialogue with prospective constituents and institutions.
- b) Presentations to business, inter-governmental, and environmental communities at conferences/workshops.
- c) Expanded web site linkages to regional technology networks and chat rooms to engage greater public participation in technology decision-making processes in developing and transition countries.
- d) Expanded linkages between U.S. businesses and business communities in developing and transition countries. This may involve assisting EPA to link U.S. Trade Associations to assist developing countries to find U.S. business capabilities.

### **Task 2.2 Web Site Bulletin**

Upon receipt of a Technical Directive, the Contractor shall develop a "Web Site Bulletin" to be sent to registered users. The frequency of the bulletin's distribution shall be determined in discussions with the COR. The bulletin shall highlight new features, tools, models, links, and publications to the web site users and targeted groups in developing and transition countries.

### **Task 2.3 Increasing Web Site's Visibility on the Internet**

The Contractor shall keep abreast of new portals, public servers and other environmental, development, and technology web sites where the Clean Technology web site could be listed and/or linked, or where the URL could be submitted, to increase the visibility of the

web site. The Contractor shall submit to the COR all possible links or listings for approval.

#### **Task 2.4 Web Site Design Enhancement Support**

Through a Technical Directive, the Contractor shall be directed to assist the COR.

At present, the web site is operating at a bare bones level, with marginal resources for maintenance/operations, and outreach activities. EPA with the help of the Contractor, wishes to develop creative options at different funding levels for making the web site a current, dynamic, interesting, go-to technology portal that would increase public access to information about U.S.-sponsored international technology cooperation. Design support may include:

- Developing web site support and enhancement plans at a minimum of 2 – 4 (two-to-four) funding levels;
- Innovative design ideas, including: multimedia options, newsletters, interviews with federal agencies, laboratories concerning technologies and climate change, and innovative outreach activities.

Draft ideas in a short 2-4 page white papers with cost estimates, sample web pages, draft power point presentations will be developed. Final white papers with cost estimates, power point presentations, including sample web pages shall be developed for presentations.

#### **Deliverables Under Task 2:**

Development of a Draft Work Plan	Within 2 weeks of Task Order Award
Designing and distributing handouts, targeted e-mails, and developing a dialogue with prospective constituents and institutions	2 weeks from receipt of a Technical Directive (TD)
Presentations to the private sector, inter-governmental, and environmental communities at (1-2) conferences and workshops	4 weeks from receipt of a TD
Expanded web site linkages to regional technology networks and chat rooms to engage greater public participation in technology decision-making processes in developing and transition countries. (ongoing)	2 weeks from receipt of a TD
Expanded linkages between U.S. businesses and business communities in developing and transition countries. This may involve linking U.S. Trade Associations to assist developing countries to find U.S. business capabilities	4 weeks from receipt of TD
Development of a "Web Site Bulletin" to be sent to registered users	2 weeks from receipt of TD

Submission of URL to public servers to increase the visibility of the web site	ongoing
Website design enhancement support	8 weeks from receipt of TD

## **Reporting Requirements**

The Contractor shall provide a copy of any technical and financial progress reports related to this SOW directly to the COR at the same time the reports are submitted to the Contracting Officer. All reports and communications will be submitted electronically using agency compatible software.

On a monthly basis, the Contractor shall provide:

- 1) A monthly report of their work that includes a graph, table, or spreadsheet showing actual and projected rates of expenditure against the total budget approved in the Workplan; and,
- 2) The cumulative average incurred cost per direct labor hour compared with the budgeted average cost per labor hour derived from the approved Workplan.
- 3) Initially, the Contractor may be requested to meet with the COR on a monthly basis to review the web site's status and materials to be linked/added.

The Contractor shall communicate by telephone with the COR bi-weekly (unless otherwise directed by the COR) on a mutually acceptable day of the week to discuss progress, problems, and the status of ongoing work. A dynamic status/progress report should be made available to the COR, in writing, at the bi-weekly meeting.

The Contractor shall submit a semi-annual report detailing the activities undertaken and include estimates of costs and time necessary to complete activities in the remaining six months, electronically and in hardcopy.

The Contractor shall submit a final report, electronically and in hardcopy.

The Contractor should be prepared to submit copies of all work in progress for inspection at any time directed by the COR.

In the biweekly phone calls (approximately 15 minutes in length) and initial monthly meetings, the COR will assist in the maintenance of the web site by providing the Contractor with additional lists of web sites, programs, publications, regional groups, and other information to be added to the web site.

### **Reports, see Reporting Requirements:**

- 1) Monthly Progress Reports
- 2) Semi-annual Reports
- 3) Final Report

## **VI. PLACE OF PERFORMANCE**

The work described in this Task Order shall be conducted in an office environment except for Outreach activities that may require travel to workshops or conferences.

## **VII. PERIOD OF PERFORMANCE**

The period of performance for this Task Order is through December 31, 2009..

## **VIII. SECURITY**

Unclassified.

## **IX. PACKAGING, PACKING, AND SHIPPING INSTRUCTIONS**

Deliverables shall be delivered via Federal Express or if required to be sent internationally, DHL or other secure delivery service, specified by the COR.

## **X. OTHER PERTINENT INFORMATION OR SPECIAL CONSIDERATIONS**

All deliverables shall be in hardcopy and Agency compatible software and fonts.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Environmental Protection Agency Administrative Contract Service Center (3803R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (if other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)  PERRIN QUARLES ASSOCIATES, INC. 652 PETER JEFFERSON PKWY, SUITE 300  Charlottesville, VA 22911		(✓)	9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 10)  10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-07-071 TO# 8 10B. DATED (SEE ITEM 13) 05/07/09
CODE	FACILITY CODE		

# 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 6 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

## 12. ACCOUNTING AND APPROPRIATION DATA (if required)

N/A

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

## 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this modification is to issue a no-cost extension to the period of performance for this task order to 31 December 2009. All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		FAYE SAS	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		Faye Sas	07 July 09
		(Signature of Contracting Officer)	

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

# Support for USG-Sponsored Climate Technology Cooperation Website (The Gateway).

Contract: EP-W-07-071, Task Order: 0008, Mod: 0001

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## Summary Information

Title: Support for USG-Sponsored Climate Technology Cooperation Website (The Gateway).  
Period of Performance: From: 05/07/09 To: 12/31/09  
Award Date: 05/07/09  
Total Funding: \$29,961.85

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2008 - FC9146	Cost Ceiling	\$29,961.85
Total:		\$29,961.85

[M] - Modified

[A] - Added

## TO Classification

*The following changes have occurred:*

The Anticipated Expiration Date has changed from 07/15/09 to 12/31/09.

The Working POP has changed from Option Period 1 to Option Period 2.